

# DRAFT MEETING MINUTES

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MEETING NAME: WISCONSIN ENTERPRISE ARCHITECTURE TEAM (WEAT)  
DATE: APRIL 2, 2004  
TIME: 8:30 A.M. TO 2:30 P. M.  
LOCATION: 8G

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## **WEAT Members:**

- Group Leader/Chief Enterprise Architect—Ben Banks (DET)
- Lead Technical Enterprise Architect—George Ross (DET)
- Enterprise Architect—Keith Hazelton (UW)
- Enterprise Architect—Bud Borja (Milwaukee Co., local government)
- Enterprise Architect—Jay Jaeger (DOT, large state agencies)
- Enterprise Architect—Judy Heil (DATCP, small state agencies)

**DET Support Staff:** Chris Alberts, Patricia Carlson, Dan Proud

*Note: Keith Hazelton was absent.*

## **Agenda Items:**

1. Review of minutes—Dan Proud
2. Review 3/23/04 action items—Ben Banks
3. Updated timeline for Phase One—Ben Banks
4. Discuss rationales and implications for principles—Ben

## **Action Items**

1. Ben: Talk to Keith about missing input and his attendance at WEAT meetings.
2. Patricia: Set up bridge for Thursday, April 8 teleconference call at 11:30.
3. Dan: Edit the EA Charter and distribute to WEAT members by Monday in preparation for the Tuesday, April 6 meeting.

4. Patricia: Update the Principles document with changes from the meeting by Monday.
5. Dan: Edit the Principles and send to team members in several separate e-mails for review, in preparation for next Friday's ratification session.

### **1. Review of Minutes—Dan Proud**

No additions or corrections were made.

### **2. Review of 3/23/04 Action Items—Ben Banks**

- 2.1. Ben did not talk to Keith yet.
- 2.2. Bud was contacted and was able to arrange to attend the extended sessions.
- 2.3. Over the last week Dan mailed two sets of changes from the beginning of the Principles.

### **3. Updated Timeline for Phase One—Ben Banks**

Ben summarized the updated timeline we are to follow to complete the Phase One deliverables on time:

- 3.1. Discussion on the principles with rationale and implications should be completed by the end of this meeting.
- 3.2. Dan will e-mail the revised WEAT charter to WEAT members by Monday.
- 3.3. WEAT will discuss and ratify the Charter at Tuesday's meeting (April 6). If sufficient progress is not made, we can ratify the Charter in a bridge teleconference call on Thursday, April 8 at 11:30.
- 3.4. At the Friday, April 9 meeting, the team will ratify as much of the draft of the Principles as possible.
- 3.5. A first draft of the Scope, Focus and Business Case for the EA, which will be in the introduction to our Phase One deliverable, the EA Strategy, will be e-mailed to members on Thursday, April 8.
- 3.6. The Principles draft will be ratified completely on Tuesday, April 13. Discussion will begin on the Scope, Focus, Business Case.
- 3.7. A bridge teleconference call will be scheduled for Thursday, April 15 to ratify the Scope, Focus and Business Case for the EA.
- 3.8. The Tuesday, April 20 meeting will afford us a chance to finalize any comments to the draft EA Strategy document. This deliverable will contain three parts:
  - Scope, Focus and Business Case for the EA
  - EA Conceptual Architecture: principles with rationales and implications
  - WEAT Charter, including enumerated list of deliverables and outline of the three phases
- 3.9. The draft EA Strategy doc will be given to Matt Miszewski on Friday, April 23.

Jay asked about the place of Best Practices and approval of the phases. Best Practices will be included in the Phase Two deliverables. Matt has seen the plans, is aware of them, but is expecting a proposal from WEAT.

The timeline is summarized in this table:

**Legend:**

Completed tasks are *italicized*.  
Work in progress is in **bold type**.

Table 3. Plan for Phase One Deliverables

Week	Finalize	Introduce
Mar 15-19	<i>Principles with WEAT</i>	<i>Rationales and Implications</i>
Mar 22-26	<i>(develop Rationales &amp; Implications)</i>	
Mar 29– Apr 2	<i>Rationales and Implications</i>	<i>Charter</i>
Apr 5-9	<b>Charter Apr. 6; R&amp;I Apr. 9</b>	
Apr 12-16	Focus and Scope for EA; Business case	
Apr 19-23	Business case; Receive deliverables comments (single version) from Senior Leadership by Apr. 22	Submit deliverables to Senior Leadership on Apr. 19; Submit deliverables to Matt for review Apr. 23
Apr 26-30	Receive comments from Matt by Friday, April 30; process comments, update deliverables	Distribute deliverables to agencies, etc. on May 4
May 3-7	(Deliverables in review)	
May 10-14	Receive comments from agencies by Wednesday, May 12	Process comments, update deliverables
May 17-21	Complete deliverables updates	Distribute Phase 1 deliverables May 21

#### 4. Discuss Rationales and Implications for Principles—Ben Banks

The team continued with the discussion of the rationales and implications for the principles. Dan commented that some inconsistency of format exists. After some discussion, consensus was reached that each principle would be only one or, at most, two sentences, with additional verbiage added under a new category, Context.

We set up the screen projector and laptop and reviewed the Enterprise Guiding Principles covered last meeting to apply this approach.

The team worked until 2:30 with a lunch break to proceed through to the end of the Principles. See the forthcoming e-mail attachments for these results.

***Next meeting: Tuesday, April 6, 10:00–12:30.***